



**HEAD START
POSITION ANNOUNCEMENT**

POSITION TITLE: Classroom Aide – Full-Time / Full-Year

LOCATION: Various center locations in Hagerstown

HOURS/SHIFT: 37.5 hours/week 52/weeks per year
Weekday hours vary between 7am – 5:30pm
Monday thru Friday

SALARY RANGE: High School Diploma -- \$15.35
Senior Staff -- \$15.61
CDA -- \$15.86
Associate's Degree – \$16.12

BENEFITS:

- Paid Health, Dental, and Vision
- Paid Lunch
- PTO
- Employee Sick and Safe Leave
- Holidays
- Agency Paid Life and Short-Term Disability Benefits
- Eligible to participate in Retirement Plan

QUALIFICATIONS:

Please see above for details of qualifications. One year work experience in a licensed center preferred. Additional education may be used to substitute for center-based experience.

RESPONSABILITIES:

To work with infants through pre-school age children in the classroom and to assist the regular teaching staff with classroom operation. To provide front-desk coverage / perform clerical duties as needed. May need to assist transportation – to supervise children during bus ride; to escort children to / from the bus; to take attendance on the bus; and to communicate with parents / authorized pickup person as needed. May need to assist health services staff with filing. Also, may need to assist food services staff – daily preparation of breakfast, lunch, and snack for classrooms.

Submit application and resume to:
Human Resources
Head Start of Washington County, Inc.
325 W. Memorial Blvd., Hagerstown, MD 21740
301-733-0088 x104
Equal Opportunity Employer